# C:\Users\davisjg\Desktop\IUPUISustainabilty_Logo.pngHiring Unit: IUPUI Sustainability & Campus Facility Services – Grounds

**Job Title:** Sustainable Landscape Intern

**Hourly rate:** $11.00

**Hours:** 15-20 hours/week

**About IUPUI Sustainability**

IUPUI Sustainability is committed to creating a culture of sustainability and advancing sustainability in the academic, research, operational, and campus/community engagement programs at IUPUI. Our vision is to be recognized as a national leader in urban sustainability while supporting student success and the well-being of citizens of Indianapolis, the state of Indiana, and beyond. By transforming our university into a living lab for sustainability, we are testing innovative solutions in our own community and creating a legacy rooted in diverse partnerships to develop bold solutions for the classroom, the campus, and the city.

**Purpose:**

Assist IUPUI Sustainability and IUPUI Campus Facility Services (CFS) Grounds team in strengthening IUPUI’s commitment to sustainable landscape practices and connecting the IUPUI community to our campus’ green spaces by enhancing public spaces; empowering students, faculty, and staff to beautify IUPUI; and implementing best sustainable landscape practices.

**Duties, Functions and Responsibilities include:**

* Manage IUPUI’s Tree Campus USA and Bee Campus Higher Education programs (30%)
	+ Manage the IUPUI Tree/Bee Campus Committee: coordinate meetings, agendas, minutes, speakers, and activities (committee meets quarterly), update Confluence site
	+ Coordinate service events, including campus tree plantings, green space service opportunities, and others. Also coordinate large annual engagement event. Examples include: Arbor Day, Campus Sustainability Day/Month, Earth Month, native plantings, Beautify IUPUI, etc.
	+ Responsible for drafting and submitting IUPUI’s annual Tree Campus USA and Bee Campus Higher Education applications
	+ Plan and implement annual service-learning project as determined by the Tree/Bee Campus Committee
	+ Work with CFS – Grounds and the University Landscape Architects to review, modify, and update the Campus Tree Care Plan (as needed)
* Assist Sustainability with the annual Sustainability Tracking, Assessment, and Rating System (STARS) reporting in the following: (5%)
	+ Grounds – OP9 Landscape Management and OP10 Biodiversity
	+ Water – OP22 Water use and OP23 Rainwater Management
* Sustainable Grounds Practices (60%)
	+ Assist CFS Grounds with developing best sustainable landscape practices for IUPUI, including:
		- Tracking chemical application
		- Quantifying fuel usage and continuing efforts to electrify the grounds equipment
		- Developing a training program for grounds staff for care of native plants: rain gardens, plant identification, best practices, etc.
		- Conducting a biodiversity assessment of IUPUI’s campus
		- Update the GIS ArcMap collector database for IUPUI tree data
		- Update the IUPUI Interactive Map’s sustainability tab
		- Adopt A Block
* Other Duties as Assigned (5%)
	+ Grant writing
		- Seek out grants and other funding sources related to position
	+ Communications
		- Advertise campus sustainability projects that enhance and highlight greenspace practices and events
	+ Assisting with other office programs and initiatives

**Necessary Tools and Equipment**

Weather appropriate clothing, bottle, cellphone, and laptop computer are required. Measuring tape, a tree caliper, and a tablet will be provided. Hat, sunscreen, and bicycle are recommended but not required.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to work outdoors, often exposed to heat and direct sun. They will need to walk, squat, and kneel for intermittent durations of time. The employee must use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The work is performed primarily outdoors and thus there is exposure to the elements of nature (heat/sun, rain/chill). This student employee will be expected to work at least one day in the office and meet for a bi-weekly staff meeting. The remainder of their work will be done remotely, on or off campus. The noise level in the work environment is moderate.

**Eligibility and Requirements**

Required Qualifications

* IUPUI undergraduate freshman, sophomores and juniors are eligible
* Have and maintain a cumulative GPA of 2.5 or greater
* Enrolled in at least 12 credit hours during employment
* Complete requirements associated with the IUPUI Office of Student Employment’s On-Campus Internship Program
* Must be reliable and possess strong organizational skills

Preferred Qualifications

* Familiarity in principles of sustainability, arboriculture, and/or sustainable landscape practices
* Have Federal Work Study eligibility
* Strong writing and communication skills
* Strong desire and ability to learn

**Characteristics of a Strong Candidate/Knowledge, Skills and Abilities:** The following are essential for this position: initiative, self-motivation, attention to detail, highly organized, skills/familiarity with ArcGIS or ability to learn the program, professionalism, ease with working with many different types of people, volunteer experience, a natural ease in new situations, ability and willingness to work in outdoor conditions. In good academic standing. Knowledge about tree identification and sustainable landscape practices preferred but not required.

**Profiles of Learning for Undergraduate Success**

Through their work in this position, students will become acquainted with the following profiles:

* Communicator: Student will gain skills in written and oral communication by corresponding with campus and community leaders in a professional manner. Student will gain experience in public speaking and presenting.
* Innovator: Student will gain the ability to design, plan, organize, and implement projects and tasks within a specific timeframe. They will learn how to independently research and seek out information needed for the job.
* Problem Solver: Student will gain the ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments. They will identify and propose solutions for problems using qualitative and quantitative tools, reasoning, and creative thinking.
* Community Contributor: The student will learn how to collaborate with other departments across campus and community organizations, and work with others on committees and/or team projects. Will recruit and manage volunteers.